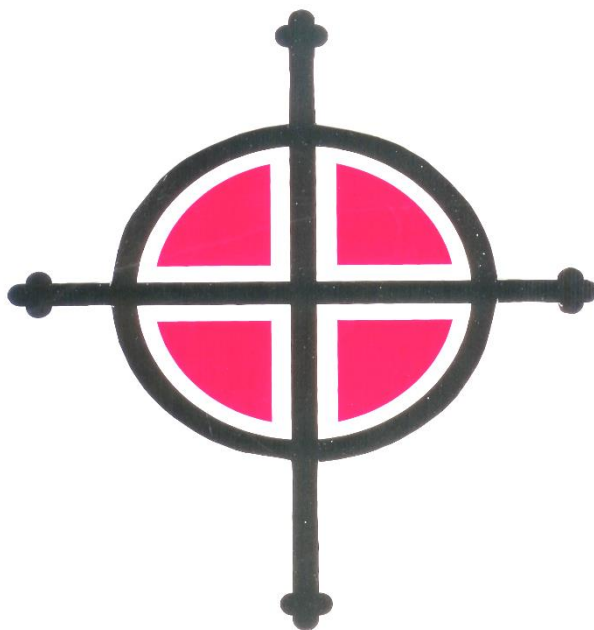


# HEALTH, SAFETY AND WELFARE POLICY



## St Philip Westbrook C of E Aided Primary School

Date of Review	Action
APRIL 2015	REVIEWED BY WARRINGTON BOROUGH COUNCIL
JANUARY 2016	REVIEWED AND ADOPTED BY GOVERNING BODY OF ST PHILIPS SCHOOL
JANUARY 2017	

**STATEMENT OF INTENT**  
**ST PHILIPS CHURCH OF ENGLAND PRIMARY SCHOOL**

This policy has been prepared in accordance with the Health and Safety at Work Act 1974.

The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors.

Everyone has a part to play in bringing this into effect. Full co-operation is expected, therefore, by all those who can contribute to the successful implementation of this policy.

**Aims**

This policy is a written statement of intent to bring about the following:

- To establish and maintain in so far as is reasonably practicable:
  - An environment which is safe and without risk to health.
  - Safe working procedures among staff and students.
  - Health and Safety arrangements for the handling, storage and transportation of articles and substances;
  - Safe means of access to and egress from the school.
- To ensure, so far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety.
- To teach safety where appropriate as part of the curriculum.
- To have effective procedures for use in the case of an accident.
- To provide an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.
- To lay down effective procedures to be followed in the case of communicable illnesses and similar.

Signed:\_\_\_\_\_ (Headteacher)

Signed\_\_\_\_\_ (Chair of Governors)

January 2016

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## **1.0 PLAN (SET POLICY AND PLAN FOR IMPLEMENTATION)**

**1.1** Executive Directors, Operational and Assistant Directors, Head Teachers, Deputy Head Teachers, Managers, Supervisors, must fully implement the Policy within their Service by;

- Ensuring all employees within the Council are familiar with their roles and responsibilities within the Health, Safety and Welfare Policy;
- Establishing and maintaining a robust health and safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures, guidance notes and legislative compliance;
- Ensuring that all employees, contractors, commissioners and commissioned services are aware of their roles and responsibilities in relation to health, safety and welfare and of the procedures and practices they are expected to follow;

### **1.2 Monitoring**

- Ensuring health and safety is a standing item on management meetings to monitor compliance / address issues arising.
- Monitoring the effectiveness of the Policy and its implementation through the audit process with the development of action plans to remedy any areas for improvement / non- compliance.
- To ensure workplace inspections are undertaken in conjunction with Operational and Assistant Directors, Trade Union Safety Representatives and Health and Safety Advisers.

### **1.3 Resources**

Ensuring adequate resources are available for the effective implementation of the Councils health, safety and welfare policy and any areas of non-compliance are relayed back to the Operational or Assistant Director or other appropriate person;

### **1.4 Discipline**

Take disciplinary action in accordance with approved procedures against any employees who do not comply with agreed safety procedures in accordance with the Health and Safety at Work Act etc. and any statutory provisions.

## **2.0 INTRODUCTION TO HEALTH AND SAFETY AT WORK LEGISLATION**

**2.1** This Health, Safety and Welfare Policy outlines the general duties and responsibilities with regard to health and safety of employees and other persons who may be affected by the Councils working practices; it is not an exact interpretation of the law, but is intended to help those concerned to understand their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other associated Regulations and Approved Codes of Practice

**2.2** The purpose of the Health and Safety at Work Act 1974 is to:

- Provide a legislative framework to promote, stimulate and encourage high standards of health and safety in the workplace;
- Promote safety awareness to ensure a safe organisation and to continually improve performance

**2.3** Section 2 (3) of the Act requires employers to prepare a written safety Policy and to ensure the Policy Statement is brought to the attention of all staff, informing them of the organisation and arrangements for implementing the procedures outlined in the Policy document. The Council has produced a 'Policy Statement' which will be displayed in all workplace locations.

**2.4** A "*Health and Safety Law Poster – What you should know*", should be available in all locations and should be displayed alongside the 'Statement of Policy'.

**2.5 Duties of Employers** under the Health and Safety at Work Act 1974 to:

- Safeguard so far as is reasonably practicable the health, safety and welfare of its Employees who work for them; this applies in particular to the provision and maintenance of safe plant and systems of work and covers all machinery and equipment;
- Make suitable and sufficient assessment of risks;
- Extend the duty of care to other persons who may be affected by its work activities undertaken;

**2.6 Duties of Employees** under Section 7 and 8 of the Health and Safety at Work Act 1974:

- To take reasonable care of themselves and others who may be affected by their work activities;
- To co-operate with employers in meeting their statutory duties;
- Not to interfere with or misuse anything provided in relation to health, safety or welfare;
- To bring to the attention of employers any situation that is considered to be a serious and or imminent danger and any other shortcoming in health and safety arrangements

**2.7 Key Definitions within this Policy are as follows:**

**Health** – The wellbeing of employees, this encompasses conditions of body and mind, which could affect the health and safety of employees and others.

**Safety** – Preventing injury or damage to any person or property affected by a work activity through the development of suitable and sufficient working practices.

**Wellbeing** – The subjective state of being healthy, happy, contented, comfortable and satisfied with one's quality of life. It includes physical, material, social, and emotional ('happiness') dimensions.

### **3.0 THE SCHOOLS HEALTH AND SAFETY MANAGEMENT SYSTEM**

**3.1** The management of health and safety is the responsibility of each Directorate or School, this allows for issues to be resolved at a “local level”, wherever possible. However, although this is undertaken for practical purposes, Elected Members, the Chief Executive or School Governing Body (voluntary aided schools) retains overall responsibility for health and safety.

**3.2** This Policy is set out in four elements in accordance with Health and Safety Guidance HS (G) 65 Managing Health and Safety, which achieves a balance between the Health and Safety Management systems and the behavioural aspects of management. This ensures that health and safety management forms an integral part of good day to day management rather than a stand-alone system. The HSG 65 Plan Do, Check, Act cycle is detailed in Figure 1.

### **4.0 ORGANISATION FOR IMPLEMENTING THE HEALTH AND SAFETY MANAGEMENT SYSTEM**

**4.1** Responsibilities should be assigned to persons who are competent to carry them out and have received adequate training and instruction regarding their duties.

**4.2** Responsibilities are assigned to positions rather than named individuals to avoid the need to update the Policy following any organisational changes.

**4.3** In accordance with the Policy Statement, overall responsibility for the discharge of the Councils legal obligation as an employer in relation to health and safety rests with the Chief Executive or Head Teacher, who will make the necessary arrangements to comply with this duty and for advising all personnel of the organisational structure to support this policy.

**4.4** The Council’s organisational structure for dealing with health and safety matters is set out in the following sections of this document.

**4.5** Standard operating procedures, guidance documents and policies operating within the organisation, will be reviewed biennial or sooner if there are changes in legislation and published accordingly. These documents will be available via the health and safety homepage of the Councils Intranet site.

### **5.0 DO (SET ROLES AND RESPONSIBILITIES, PROFILE RISKS AND IMPLEMENT THE PLAN)**

**5.1** The Policy has been produced as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 to clearly identify the responsibilities of Elected Members, Chief Executive, Executive Directors, Operational and Assistant Directors, Head Teachers, Managers and Employees. The purpose of the Policy is to demonstrate that Senior Management is committed to the health, safety and welfare of all employees and others that may be affected by our activities.

**5.2** Successful health and safety management depends upon a systematic approach throughout the Council in order to become fully integrated with all other aspects of business management.

**5.3** A pro-active health and safety culture requires strategic leadership from the Chief Executive, Head Teachers and Executive Directors with support from the Operational and Assistant Director, health and safety leads, Risk and Resilience Manager, Corporate and Directorates and Health and Safety Committees.

## **6.0 RESPONSIBILITIES OF SENIOR MANAGEMENT AND ALL LEAD OFFICERS:**

- Provide clear leadership on health, safety and welfare matters and ensure compliance with corporately agreed targets and objectives;
- Ensure that health, safety and welfare issues are properly addressed and that the aims and objectives of the Policy are fully understood within each Directorate;
- Ensure that health, safety and welfare management is fully implemented by allocating specific health, safety and welfare responsibilities at Service Manager level; ensuring all Managers have attended relevant training and are competent to fulfil their health and safety management role;
- Ensure the joint consultative body is established at the Corporate and Directorate level and meets on a quarterly basis;
- Consider the appropriate resources necessary to finance improvements and maintain health and safety standards when compiling annual budgets.
- Head Teachers should inform the Governing Body and Families and Wellbeing Directorate of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their support and involvement;
- Corporate Manslaughter and Corporate Homicide Act 2007, the lead officer for health and safety at board level is the Chief Executive / Head Teacher and are accountable under health and Safety legislation
- The Strategic and Directorate Management Teams meet on a weekly basis and should have health and safety as a standing agenda item in order to monitor compliance.

## **7.0 ELECTED MEMBERS AND SCHOOL GOVERNING BODIES**

**7.1** Elected Members have a collective role in providing health and safety leadership to the Council. The Executive Board should ensure that adequate resources are available and effectively deployed to enable the Council to fulfil its statutory requirements under relevant health and safety legislation.

**7.2** School Governing Bodies have a collective role in providing health and safety leadership to the Council and the Schools they have responsibility for. **It is important to note that in voluntary aided, foundation schools, academies and independent schools the Governing Body is the employer, therefore responsibility for compliance with Health & Safety Law rests with employer, not the Council.**

### **7.3 All have a responsibility to ensure the following:**

- Adequate training, instruction, supervision and information has been given with sufficient competent persons identified and in place to advise the Council / School on health and safety issues.
- Health and safety targets, objectives, monitoring and auditing of health and safety performance is undertaken;
- All decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues with adequate resources made available to ensure health and safety legislative compliance;

- Head Teachers should inform Governing Bodies / The Families and Wellbeing Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

## **8.0 THE CHIEF EXECUTIVE / HEAD TEACHER**

**8.1** The Chief Executive or Head Teachers have the overall responsibility for Health, Safety and Welfare and are responsible for ensuring the implementation of this Policy. The Chief Executive receives quarterly updates from the Risk and Resilience Manager on health and safety matters.

**8.2** The Chief Executive discharges the responsibility through the Deputy Chief Executive and Executive Directors who in turn require Operational and Assistant Directors to account for health and safety arrangements within the Directorates / Divisions and Service areas.

### **8.3 The Chief Executive / Head Teacher will:**

- Ensure the necessary resources are allocated for the management of health and safety requiring sufficient management standards are applied in line with other management functions;
- Ensure that health and safety is integrated into the management structure and that health and safety objectives are an integral part of the overall Service Business Plan;
- Regularly monitor the performance of Executive Directors to ensure they have undertaken their health and safety responsibilities and be informed of any significant non-conformances and investigation outcomes.

## **9.0 THE DEPUTY HEADTEACHER**

**9.1** The Deputy Headteacher will, in the absence of the Headteacher have a delegated duty to act on behalf of the Headteacher with specific responsibility for health and safety by ensuring that the structure and arrangements are appropriate to manage health and safety within the School.

## **10.0 SENIOR MANAGEMENT TEAM**

**10.1** The Senior Management team have overall responsibility for health and safety at Senior teacher level. In-order to discharge this responsibility they will demonstrate a genuine commitment to pursuing high standards of health and safety by integrating the principles of risk management into general business activities.

## **11.0 TEACHING STAFF, OFFICE STAFF AND SUPPORT STAFF**

**11.1** Each member of staff is responsible for ensuring the health, safety and welfare standards within their area are exemplary and it is their responsibility to report any failings to their line management, as it is fundamentally a line management responsibility.

**11.2** They must ensure adequate reporting arrangements are in place via their management structures to keep themselves informed at all times as to the level of achievement of the objectives of this policy and where necessary initiate and follow up such action to ensure maximum achievement at all times;

### **11.3 Headteacher/Deputy Headteacher and Management Team will -**



- Ensure all employees within their Directorate are familiar with the Schools Health, Safety and Welfare Policy, standard operating procedures, guidance documents, health and safety regulations and any relevant approved codes of practice;
- Ensure health and safety information is cascaded and communicated to staff at all levels within their control
- Ensure recommendations from Health and Safety audits are implemented and appropriately monitored to ensure service areas progress and achieve safety targets within their Directorate;
- Ensure Managers are aware of their responsibilities in relation to health and safety management systems
- Ensure risk assessments are undertaken by a competent person, staff are engaged in the development process and once completed, reviewed as appropriate in accordance with standard operating procedures (SOP 04 the Risk Assessment Process).
- It is best practice to undertake reviews on an annual basis, however, some areas may want to take a risk based approach and where necessary implement a management system which best suits the Service needs;
- Ensure employees are competent through the application of instruction, information, supervision, induction, training (refresher) and have sufficient resources allocated to discharge their health and safety duties;
- Ensure all accidents, incidents, dangerous occurrences and near misses are reported and investigated in line with standard operating procedure SOP 05 Accident and Incident Reporting and health and safety legislation;
- Implement key health and safety responsibilities and objectives into individual job descriptions indicating individual levels of responsibility and accountability;
- Be represented at meetings of the Central and Directorate Health and Safety Committees:
- Advise the appropriate Elected Members of all relevant health, safety and welfare matters via the Portfolio Holder;
- In consultation with the Risk and Resilience Team and the Executive Director, bring to the notice of the Chief Executive any health, safety or welfare matters which cannot be resolved; are giving cause for special concern, or which are of significance to other Directorates;
- Notwithstanding the general roles and responsibilities placed upon Operational and Assistant Directors who should ensure they are fully aware of the specific requirements for the management of the key areas of risk outlined in the following standard operating procedures;

**11.4** The School accepts that, where an employee has failed to take action with regard to health and safety, the Chair of Governors, Headteacher and Safety Officer shall discuss the matter and take appropriate action.

## **12.0 RESPONSIBILITIES OF SERVICE MANAGERS / SUPERVISORS / TEAM LEADERS (INCLUSIVE OF SCHOOL BASED STAFF)**

**12.1** Within their area, all will be responsible for the implementation of the School's policies, standard operating procedures, guidance documents, regulations and approved codes of practice relating to health and safety by;

- Ensuring staff are adequately trained and supervised for tasks / activities they are required to perform and relevant information, instruction and equipment including personal protective equipment necessary to achieve safe systems of work are provided, used and maintained;
- Ensuring risk assessments are undertaken by a competent person, engaging and involving staff in the risk assessment process (where appropriate) but especially in relation to any task based risk assessments. Risk assessments should be implemented and communicated to all affected staff, particularly where they have not been involved in the risk assessment process. They should also be reviewed following a risk based approach suitable to the needs of the service but mindful of any statutory timeframes relevant to the nature of the service. (see SOP 04);
- Ensuring all staff and associated partners / workers / contractors and any affected others are familiar with emergency procedures, safe systems of work, reporting of significant hazards and risk assessments, accident reporting within their working area to ensure effective reduction of risk;
- Ensuring that all plant and equipment used is adequately tested, maintained with documented records to ensure legislative compliance. All employees should be made aware of the action to take where equipment becomes defective, notification of the issue to management and implement impound procedures / tagging equipment to ensure the risk is removed;
- Ensuring all products, equipment and services have been through a rigorous procedure to reduce the risk to employees, utilising safer substances and alternatives to undertake the task but present less hazards to the employee (where possible) ensuring full compliance with the Control of Substances Hazardous to Health task based risk assessments;
- Ensuring all contracts with partners, service providers and any other organisations are competent, fully trained, health and safety responsibilities and accountabilities are clearly defined and risk assessments, method statements, safe systems of work, equipment safety checks, audits and reporting procedures are implemented and monitored;
- Ensuring all accidents, incidents, ill health, disease, dangerous occurrences, near misses, violent or abusive episodes are reported through WBC's online accident / incident reporting system within 24 hours of the adverse safety event occurring (the same procedure applies for commissioned services / sub-contractors) providing the details of the incident must be undertaken within 24 hours of occurrence and must be fully investigated with control measures documented and implemented to prevent re-occurrence;
- Consulting and co-operating with appointed safety representatives where applicable;
- Ensuring Senior Managers are informed of any relevant health, safety and welfare issues, especially those that have resource implications and for those that cannot be resolved at a local level;

## 13.0 RESPONSIBILITIES OF ALL EMPLOYEES

**13.1** Due regard must be taken by all staff of the duties placed upon each individual by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999; take reasonable care for the health and safety of themselves, and of other persons who may be affected by their acts or omissions. Also to co-operate with the employer in relation to the use of personal protective equipment and not interfere with anything provided in the interest of health, safety or welfare and to report any damage or defect to premises, equipment or appliances immediately through the appropriate channel (line manager).

### 13.2 All employees are responsible for: -

- Adhering to the requirements of the risk assessment process and also ensuring they are aware of their own legal duty to follow procedures issued by the School which are designed to protect their own and others health, safety and welfare;
- Making full use of the appropriate equipment, personal protective equipment, all safety devices and be aware of the hazards within their workplace and be familiar with safe systems of work;
- Reporting to their line managers any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents, incidents, near misses, ill health or violent incidents relating to their working environment and ensure familiarity with the arrangements for emergencies (fire, accident, injury, illness, first aid etc) and the action they should take;
- Compliance with any statutory duties / inspections undertaken on equipment / tools and record them and ensure any defects are immediately reported to the line manager. **Any defective equipment must be taken out of service, clearly marked / tagged and kept aside for repair;**
- Ensuring all accidents are reported using the on line accident report form, completed within 24 hours of the incident occurring and submitted to the Risk and Resilience Team. Where appropriate, advise the immediate supervisor of action required to prevent reoccurrence of any accident; For further advice or guidance contact the Risk and Resilience Team;
- Where their contract of employment requires them to provide their own tools, to keep those tools in a safe condition, tested, inspected and fit for purpose;
- All COSHH assessments must be task / activity based and reviewed. The hierarchy of control measures should be considered by; **Eliminating** the risk by avoiding the use of certain processes and materials; **Substituting** for a less hazardous process / material; **Combating** the risk at source through engineering controls; **Controlling** the risk by designing suitable safe systems of work; **Minimising** the risk by using personal protective equipment which should only be used as a last resort;

## 14.0 REONSIBILITIES FOR PREMISE / BUILDING MANAGEMENT (FOR SCHOOLS THIS MAY ALSO BE THE HEAD TEACHER / DEPUTY HEAD)

**14.1** The Responsible Person must ensure the Council's policies and procedures; health and safety regulations and approved codes of practice are complied with by ensuring the requirements within the following standard operating procedures and relevant guidance notes are implemented for each building under their control; and

- Ensuring that services supplied to the School and others by outside agencies are provided such that they will satisfy all current health and safety legislation, particularly in respect of equipment, its maintenance, safe systems of work, risk assessments, method statements, competency and other safety standards which may apply to work being undertaken;
- Ensuring that all risk assessments are undertaken by a competent person, with the involvement of employees. Ensuring the risk assessments are implemented, communicated and reviewed on a risk based approach, for example high risks (annual reviews) for medium and low risks bi-annually these would be subject to the risk assessment process and determined at a local level;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request;

## **15.0 RESPONSIBILITIES OF THE RISK AND RESILIENCE TEAM**

**15.1** The Risk and Resilience Manager and Resilience Advisers (Health and Safety) are appointed by the Council to ensure appropriate health and safety management policies, standard operating procedures and guidance documents are in place at a Corporate level to enable the School to meet its statutory duties;

- The expertise of the team is in relation to general health, safety and welfare compliance. The team are not subject specific experts in any one area.
- Where it is felt advice is needed beyond the competency level of the team, this will be communicated to ensure a subject specific expert is engaged where necessary.
- Assisting all levels of management to implement and comply with the requirements of the Health and Safety at Work etc. Act 1974 and other relevant safety legislation.
- Advising the Council, its employees and stakeholders on forthcoming changes and developments to health and safety legislation, relevant regulations, Approved Codes of Practice, Health and Safety Executive Guidance;
- To promote the Risk Assessment process for the identification of hazards, assessing risks, identifying and implementing suitable control measures to reduce risk to an acceptable level, monitoring and reviewing;
- Maintaining adequate records and statistics as required by legislation in relation to work place accidents and issuing details of these to directorates, along with reports, to analyse trends and to tender advice on the prevention of reoccurrences;
- Developing and supporting integration of the Health and Safety Management System by conducting health and safety audits to provide the Council with the necessary assurance robust health and safety management systems are in place.
- Audits to test for compliance will also be conducted in all schools. In relation to voluntary aided schools, foundation, academies and independent schools (if buying into the service) audit opinions will be based on compliance with the Council procedures which in turn ensure compliance with legislation. It will be at the discretion of the school as the employer and “risk owner” to consider and implement recommendations.

- Establishing professional relationships at all levels within the School and external organisations such as the Health and Safety Executive etc.;
- Examining the working practices of all School employees, at any time, along with those of contractors to the School regarding health, safety and welfare;

## **16.0 ROLE OF THE APPOINTED SAFETY REPRESENTATIVES**

**16.1** The Regulations on Safety Representatives and Safety Committees 1977, as amended by the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employees) Regulations 1996 outline various 19 functions of employee Safety Representatives, for further information see the Councils Guidance Note, GN 27 Safety Representatives, these include:

- Prescribed cases in which recognised Trade Unions may appoint Safety Representatives from amongst the employees and prescribed functions of employee Safety Representatives;

**16.2** In addition to their functions under Section 2(4) of the Act, in consultation with the employer under Section 2(6), each Safety Representative shall have the following functions:

- To investigate potential hazards and dangerous occurrences at the workplace (whether or not it is drawn to their attention by the employees they represent), and examine the causes of accidents at the workplace;
- To investigate complaints by any employee they represent relating to the employee's health, safety and welfare at work;
- To make representation to the employer on matters affecting the health, safety and welfare at work of employees they represent and to carry out certain inspections specified by the Regulations;
- To represent the employees they are appointed to represent, in consultation at the workplace with Inspectors of the Health and Safety Executive or any other enforcing authority and receive any information from HSE Inspectors in accordance with Section 28(8) of the Health and Safety at Work etc. Act 1974.
- To attend meetings of the Health and Safety Committee in their capacity as an appointed Safety Representative in connection with any of the above functions.

## **17.0 CONSTITUTIONAL ARRANGEMENTS FOR SAFETY REPRESENTATIVES, CORPORATE AND DIRECTORATE SAFETY COMMITTEES**

**17.1** The Committees shall be called St Philips School Health and Safety Committee, hereinafter referred to as the Committee. The Committees are structured to meet at Corporate (Central Health and Safety) and Directorate level

### **17.2 Health and Safety joint Consultative Corporate and Directorate Committees Objectives**

- The objectives of the Committee are to consider strategic (Central) issues and Directorate related to health and safety and to promote co-operation between employer and employees; additionally the Committee will instigate, develop and carry out measures to ensure staff health, safety and welfare at work.

- The Corporate and Directorate Committees shall comprise of the Chief Executive's nominated representative, Chair of each Directorate Health, Safety and Welfare Committee or their Representative, one Safety Representative from each of the recognised Trade Unions, ex-officio members, the Risk and Resilience Manager and Resilience Advisers (Health and Safety) as required and an Assistant Director (nominated by the Executive Director)
- The Committees shall meet on a quarterly basis; dates being agreed in advance; however, the Chair, following consultation, may call a meeting of the Committee at any other time.
- Copies of Minutes are circulated as soon as practicable after the meeting; in addition, the Central Safety Committee minutes will be available on the health and safety Intranet site in order that staff who are not members of one of the Union bodies may have the opportunity to view minutes of these meetings, the Directorate Committee minutes are distributed and are not available on the intranet.

### **17.3 Chairperson (s):**

- The Assistant Director for Partnerships and Performance chairs the Central Health and Safety Committee acting as the nominated representative for the Chief Executive.
- Directorate groups are chaired by lead Operational or Assistant Directors acting as the nominated representative of the Executive Director

### **17.4 Secretary:**

- Support is provided via the Personal Assistants to the lead Operational or Assistant Directors

### **17.5 Frequency of Meetings**

- At least 4 meetings a year (quarterly)

### **17.6 Attendance at Meetings**

- Any member who wishes to resign must inform the Chairperson.
- New Management and accredited Trade Union Safety Representative Members of the Committee must be notified to the Chairperson.
- At the request of Committee members, the Chairperson can agree to invite someone to a meeting in order to provide information on any topic, which is to be discussed at that particular meeting.
- Dates for the following meetings are to be arranged in advance as the last item of business of the current meeting, Both sides should submit to the Chairperson written details of items for inclusion not less than two weeks prior to the meeting;
- The Chairperson shall circulate the agenda and relevant papers not less than one week prior to the date of the meeting and meetings shall not be cancelled without prior consultation and agreement from both sides and any re-arranged meeting will be scheduled for as near to the original date as possible;

- Any late issue may be brought to the attention of the committee under the heading of “any other business.”

### **17.7 Failure to agree:**

- Where a matter cannot be agreed at Directorate level, it will be referred to the Central Health, Safety and Welfare Committee and in the event of a fundamental disagreement of an urgent nature the Joint Secretaries and Chairman of the Central Health, Safety and Welfare Committee shall determine the appropriate course of action with regard to the procedures to be adopted.

### **17.8 The Committees will**

- Evaluate accident, incident, near miss and reportable disease statistics and identification of trends for consideration of remedial action;
- Approve the Health, Safety and Welfare Policy, endorse the standard operating procedures and guidance notes, and examine safety audits and inspection reports;
- Analyse information provided by enforcing authorities, including consideration of appropriate health and safety publications;
- Consider any matters which members of the Health, Safety and Welfare Committees may wish to submit and to draw attention to any unsafe conditions, materials, equipment or machinery;
- Monitor the adequacy of communication and publicity for safety aspects and to recommend any action felt desirable, including the promotion of the Council’s policies and standards;
- Consider the advice on any aspects of health, safety and welfare of employees and the public referred to the Committees and any new Health, Safety and Welfare Legislation;
- To consider reports and recommendations from the Central Health, Safety and Welfare Committees;
- To co-ordinate an effective Health and Safety audit and inspection programme in co-operation with the appointed Health and Safety Advisors and Trade Unions;
- The membership of the Committee shall be communicated to all staff for their information;

## **18.0 CONSULTATION AND EFFECTIVE COMMUNICATION**

**18.1** The Safety Representative and Safety Committees Regulations 1977 require an employer to consult in good time with Safety Representatives on:

- The introduction of any measure at the workplace, which may substantially affect the health and safety of employees the Safety Representative represents;
- The arrangements for appointing or, as the case may be, nominating persons in accordance with Regulation 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1999
- Any health and safety information the employer is required to provide to the employees and their Safety Representatives by or under the relevant Statutory Provisions;

The planning and organisation of any health and safety training provided to employees that the Safety Representative represents, by or under the relevant Statutory Provisions;

- The employer shall provide such facilities and assistance as Safety Representatives may reasonably require for the purpose of carrying out their functions under Section 2(4) of the Health and Safety at work etc. Act 1974;
- Communication channels for the exchange of health and safety knowledge and information which should be formalised and structured and delivered in a range of formats (for example, verbal, paper copy, electronic or at Health and Safety Committee meetings).

## **19.0 CHECK AND ACT (MEASURE, REVIEW AND IMPLEMENT CHANGE)**

**19.1** Monitoring will take place both corporately and within each Directorate. At a corporate level the Risk and Resilience Manager will report to the Chief Executive and Strategic Management Team. The Council will measure health and safety performance using both proactive and reactive measures as follows:

### **19.2 Proactive measures of performance:**

- Corporate health and safety targets and Directorate health and safety action plans;
- Record of workplace inspections (undertaken at set intervals) and Directorate auditing is monitored by the Risk and Resilience Team with the appropriate Managers;
- Quarterly safety committee meetings and the frequency of, and attendance at, safety meeting with actions identified at committee meetings and safety meetings, being undertaken;
- The number of accidents, incidents, near misses, RIDDOR incidents, occupational ill health reports and the number of occupational health referrals and any civil claims made against the Council;
- Corporate health and safety arrangements, procedures and policies are being applied and adhered to and risk assessments are being developed, monitored and reviewed and accident trends are showing a continuous improvement to ensure legal compliance and best practice is achieved;

## **20.0 COMMISSIONING / CONTRACTED SERVICES**

**20.1** As the Council moves to different ways of working in the future, service delivery models will continue to develop with a mixture of in-house, commissioned, partnerships and traditional client / contractor relationships and services. It is important that all organisations including the Council take ownership of the risks they create and take proportionate steps to manage those risks. The Council will retain some health and safety responsibilities and cannot transfer or contract out their overall health and safety responsibilities even though the day to day responsibility for the delivery of work activities and managing risks might lie with a third party.

**20.2** The nature and extent of the Councils responsibilities will depend on the arrangements in place for each contract. When managing the health and safety risks, the Council will consider their relationship with, and responsibilities towards all other parties in the supply chain, including possibly volunteers as well as the public and service users.



**20.3** Commissioners and contract managers (inclusive of School based staff) will be required to ensure the following stages are considered and appropriately managed:

- **Specify** - during the planning stage the appropriate health and safety requirements of the contract are specified. It's important to consider the health and safety roles and responsibilities of all parties, this includes the responsibilities for the premise if the service provider is to occupy a WBC owned building.
- **Selection** - when selecting the contractor or delivery service provider, consider if the preferred bidder delivers best value and adequately addresses the real risks associated with delivery of the service - are the controls proportionate to the level of risk presented.
- **Monitoring** – working together with contractor, service providers and partners to meet agreed health and safety standards throughout the life of the contract. It is vitally important that performance is monitored and reviewed periodically with corrective action taken where required.

**20.4** Commissioners must ensure that Council's policies and procedures; health and safety regulations and approved codes of practice are complied with by ensuring the requirements within the guidance notes GN41 Health and Safety Management Requirements for Procurement, Contracts and Commissioned Services.

## **21.0 HEALTH AND SAFETY AUDITING / INSPECTIONS**

**21.1** The Risk and Resilience Team undertake an audit programme which is a structured process of collecting information and providing an assurance opinion on the efficiency, effectiveness and reliability of the total health and safety management system. The aim is to provide assurance to the Council of the adequacy of the systems in place or where necessary, recommendations for corrective action to ensure compliance with Health and Safety legislation and regulation. The key elements of the audit process identifies and follows the requirements of HSG 65 Plan, do, Check and Act Cycle (HSE 2013).

### **21.2 Inspection of School premises by the Appointed Safety Representative**

- Safety Representatives should submit a written request for an inspection at least 14 days prior to any proposed inspection date (including location of proposed inspection), with alternative dates, and preferably when the relevant manager is available to attend the inspection.
- The request should be forwarded to the relevant Health and Safety Committee who will ensure that other interested parties are informed of the date and time of the inspection;
- Safety Representatives should record when they have undertaken an inspection, and the report should be forwarded to the relevant Manager who will discuss the report with the Safety Representative and ensure corrective action is taken to rectify any problems identified;
- Reports should not be delayed awaiting completion of remedial work or proposed action and for any actions that may have not been resolved these can be discussed at the relevant Health and Safety Committee

## **22.0 USEFUL SOURCES OF REFERENCE**

**HSE online - [www.hse.gov.uk](http://www.hse.gov.uk)**

**HSE books - <http://books.hse.gov.uk/hse/public/home.jsf>**

### **22.1 INTERNAL CONTACTS**

**Risk and Resilience Manager Tel 01925 442657**

**Resilience Advisers (Health and Safety) 01925 442174**



